



**Minutes of the Regular Board Meeting  
January 20, 2012**

**MEMBERS PRESENT:**

Herb Grant, Chair  
Mark Flaten, Vice Chair  
Sara Wright, Secretary  
Kay Ek  
Denny Morrow  
Bruce O'Leary  
John Seymour

**STAFF PRESENT:**

Jennifer Mohlenhoff, Executive Director

**GUESTS:**

Ben Garbe  
Steve Peltier  
Students

**I. CALL TO ORDER**

Chair Herb Grant called the meeting to order at 9:30 a.m., in the University Room of the University Park Plaza Building.

**II. CONSIDER AGENDA**

Kay Ek requested discussion regarding the number of oral exams administered by panels.

**III. APPROVAL OF MINUTES OF THE, BOARD MEETING**

Denny Morrow made a motion to approve the minutes of the December 16, 2012, Board meeting as written. John Seymour seconded the motion. The motion passed.

**IV. ADMINISTRATIVE REPORT**

Members reviewed Jennifer's Administrative Report as follows.

**Budget Report**

Members reviewed the Board's current budget report and vendor payment detail report.

### Sunset Commission

Members reviewed and discussed the Interim Report of the Sunset Advisory Commission, dated January 1, 2012. Jennifer gave a summary of the report and an update on the Health Boards testimony to the Commission. Jennifer also noted that MAMFT submitted a letter to the Commission in support of the Board, its function, and its continuing independence. The Commission is charged with presenting final recommendation to the legislature by February 1, 2012.

### Oral Exam Panels

Jennifer reported that a contract has been submitted for review and approval, which would allow additional LMFTs to assist with oral exams. Jennifer stated that she anticipates having two or three of the new individuals sit in on exams for training prior to administering exams. Herb Grant asked members to consider how the Board moves from an oral format of the State exam to a written format. After discussion, Jennifer requested that members table the issue until the May or July Board meeting and then discuss formation of a committee to map out the process of developing a written format of the State exam. Members were in agreement.

### OET Consolidation / Technology Update

Jennifer reported that the State's consolidation of all technology employees under the Office of Enterprise Technology continues.

### LMFT License Renewal Update

Jennifer gave an update on LMFT renewals, noting that approximately 78% were renewed online. Jennifer also said that there were a number of issues with reporting continuing education online when licensees list more than the required hours and get timed out of the system. Jennifer stated that several health licensing boards ask for attestation of continuing education hours (rather than listing specific coursework) and increase the audit percentage. Members agreed to discuss further prior to the next CE reporting year.

### Board-Approved Supervisor Variances

Jennifer provided a report of variances she has granted under Board authority conferring Board-approved supervisor status to individuals impacted by recent DHS rule changes.

### Continuing Education Variances

Jennifer provided a report of variances she has granted under Board authority granting continuing education variances.

## **V. VARIANCE (#V-2012-001)**

Members reviewed a request for an extension of time to renew an LMFT license for one additional year in order to complete supervision and direct client contact hours. John Seymour made a motion to approve the variance request. Sara Wright seconded the motion. The motion passed.

## **VI. RULE REVISION PROCESS – PRESENTATION BY BEN GARBE**

Ben Garbe explained the rule making process in Minnesota, and detailed the major steps to the rule promulgation process, as follows:

- Request for Comments
- Developing rules
- SONAR (statement on needs and reasonableness)
- Notice of Intent to Adopt Rules
- Public Hearings
- OAH Review
- Governor's Review
- Adoption by Agency.

Ben Garbe stated that the Board's Rules Committee must adopt proposed rule language which is agreed upon by the Board. Next, it must submit the Preliminary Proposal Form to the Governor's office, with a request for comment. The Board then needs to draft final language based on comments that may be received and feedback from the Governor's office.

## **VII. RULE REVISION – DISCUSSION AND DRAFTING OF FINAL PROPOSED LANGUAGE**

Jennifer suggested that a Rules Committee be established to discuss the rules draft, research and review remaining issues, and present a final proposed draft to the Board. Herb Grant appointed himself, Mark Flaten, and John Seymour to serve on the Rules Committee. Jennifer stated that meeting dates will be publically posted on the Board's website.

## **VIII. PUBLIC INPUT**

A public attendee inquired whether it would be beneficial for the Board to maintain continuing education data beyond the required 30 hours. Jennifer stated that as a regulatory Board, it is the licensee's responsibility to maintain their continuing education data required for licensure. If a licensee is subject to a random audit, specific data would be requested at that time.

## **IX. OTHER ITEMS**

Kay Ek requested that a guideline be developed that no more than four (4) oral exams be administered by an exam panel on a scheduled exam date. Members were in agreement and requested Jennifer schedule no more than four (4) exams per panel in a given day.

## **X. ADJOURNMENT**

Herb Grant adjourned the meeting at 12:30 p.m. on a motion by Denny Morrow and seconded by John Seymour. The motion passed.

**XI. ORAL EXAMINATION (CLOSED TO THE PUBLIC)**

Nine (9) oral exams were administered. Upon successful completion, licenses were issued to: Kimberly Knoll, Jeanine Clapsaddle, Bethany Lake, Romala Anderson, Sarah Wagner, Missy Perry, Gilonda Butler, and Mary E. Anderson.

I hereby attest that these minutes were read and approved by the Board of Marriage and Family Therapy on March 16, 2012.

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Sara Wright, Secretary